Computer Use and Public Internet Policy

Please read the policy below before accessing
the Internet.

PURPOSE

The Library offers computer resources to support its mission "to be a vital community center that connects people with traditional and technological resources for life-long learning, intellectual pursuits and leisure. The library responds to citizens' needs with services and activities in a welcoming setting built on a history of free and equal access to information for all Arlington residents."

POLICY

Responsibility of Users

- All Library patrons, by making use of the Library's Internet access through either the wired computers or its wireless network, shall be deemed to have agreed with this Computer Use and Public Internet Policy. A notice to this effect shall be posted near the Library's computers and at various locations throughout the library.

- Users shall observe all applicable municipal, state and federal laws. Illegal use of the Internet is prohibited and subject to prosecution by local, state or federal authorities. Transmission and/or receiving of child pornography are crimes.

- Users should be aware that computers in public areas are shared by people of all ages and sensibilities. The Robbins Library reserves the right to ask users to refrain from displaying computer images that are inappropriate for public viewing. Staff may intervene upon receiving a complaint or at their own discretion.

- Computers in the Children's Room are reserved for use by children, and their parents and caregivers when accompanied by their children.

Privacy

- The library makes every attempt to protect the privacy of its users. The library does not record or monitor details of activity on our public computers, such as Web sites visited or documents created. Our time management software does, however, record times of login and logout, along with the bar-code used. This information is kept primarily for statistical purposes and will be purged as soon as it is no longer needed. However, the library reserves the right in special cases to use that information to investigate breaches of its policies. It may also be required to surrender its logs to an outside person or agency as a result of a subpoena or other legal proceedings. The complexity of today's networking software prevents

us from making any guarantee of privacy on our computers. The Robbins Library and the Minuteman Library Network assume no liability for any damage to user data or loss of privacy sustained while using our equipment.

Accessing the Library's Wireless Network

- The Robbins Library is pleased to provide wireless access to the Internet for visitors utilizing their own laptop computers. The library's wireless network supports a specified number of users through an 801.11 b/g connection.

- To use the wireless network, laptops must be equipped with wireless capability. Most recently produced computers will have such capability. The manufacturer or vendor of your equipment will be able to tell you. Library staff is unable to configure or troubleshoot an individual's computer; however, librarians will advise on the connection procedure.

- Visitors wishing to print from the wireless network should follow the wireless printing instructions available at the Reference Desk or from the website.

- With the exception of those sections that apply to the user's own hardware and software, individuals who utilize the library's wireless network are expected to comply with the Library's Computer Use and Public Internet Access Policy.

- Use of the Robbins Library's wireless network is at the user's own risk, as the library's network is neither secure nor encrypted. It is recommended that personal information, such as social security numbers, bank account and credit card numbers, among such other information, not be transmitted using the wireless network. The library accepts no responsibility for damage resulting from identity theft, viruses, spy-ware, plug-ins, etc.

- In an effort to provide additional internet access to users, the Library is pleased to provide a limited number of net-book computers for in-house loan. A library card and photo identification are required.

Access to the Internet by Minors*

*minor is defined as a person seventeen years old or under

- The Robbins Library recognizes that minors are among the most avid users of the Internet. Their safety while using library computers is of utmost importance. The Robbins Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to library materials and resources, including those available through the Internet and has taken certain measures designed to assist in the safe and effective use of these

resources by all minors. As such, parents and legal guardians must also assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. Parents who wish to limit or restrict the access of their own children should supervise their child's Internet sessions.

- To address the issue of access by minors to inappropriate material on the Internet, including material that is harmful to minors, the Robbins Library:

  1. Develops and maintains special web sites for children and teens;
  2. Develops and provides training programs for children, teens and parents on safe and effective Internet use
  3. Installs software on computers in the Children's Room to limit children's exposure to some websites. The software blocks some specific sites that could be offensive to some users. Filtering software may not block all materials users may find offensive
  4. Encourages staff to guide minors away from materials that may be inappropriate; and
  5. Distributes publication for children, teens and parents on how to use the Internet safely

- Computers in the Children's Room and throughout the library building are not intended for use by children age 5 or under unless with an adult. It is the responsibility of a parent or caregiver to ensure appropriate use of the online terminal and other electronic resources by young children. Pounding on keyboards and other potentially damaging activities are not permitted.

Disclaimer

- All users of this service agree to hold the Town of Arlington, Robbins Library, its Director, Board of Trustees and all employees of the Town harmless from any and all claims, losses, damages, obligations or liabilities including the cost of litigation, resulting directly or indirectly from their or other's use of the Internet caused thereby or arising there from. In no event shall the Town of Arlington, Robbins Library, its Director, Board of Trustees and employees have any liability to any third party. The Library assumes no responsibility for any damages, direct or indirect, arising from the use of its computing resources.

- Other policies are applicable including Privacy, Appropriate Behavior, Child Safety and Unaccompanied Adults in the Children's Room.

Rules of Use

- A maximum of 2 people are allowed at an Internet station at any one time.

- Staff is happy to assist beginning users of the Internet with a short orientation as time permits. However, staff cannot provide in-depth training.

- Printing costs are posted by the printer.

- To maintain the system in good working condition for all users, some functions have been disabled. Patrons may not use personal software or alter or reconfigure the library's computers or software. Saving information from a database or website or uploading information as an email attachment is possible using external portable storage devices.

- Library staff will utilize Incident Report Forms to record warnings to patrons who have failed to comply with this policy.

Consequences of Misuse

- Tampering with software or hardware will result in the suspension of the privilege to use the library's computers for a period of six months and may be subject to criminal prosecution.

- Users who fail to comply with the Computer Use and Internet Policy after one warning forfeit computer usage for six months. A second offense will result in a one-year forfeiture. The library staff reserves the right to end an Internet session at any time. When and where applicable, law enforcement agencies may be contacted.

Adopted by the Robbins Library Board of Trustees, November 20, 1997.
Amended June 23, 1999; February 8, 2005; October 11, 2006; February 14, 2012